Update _2_0_157

Clinical Reminders

VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP

Install Guide

August 2020

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

DESCRIPTION:

The CPRS COVID-19 templated Cancelled Appointment Follow-up dialog is to be used in conjunction with the national VSSC COVID-19 report to document follow-up care for cancelled appointments. They have been developed in collaboration with Office of Veterans Access to Care (OVAC) to achieve two primary goals: to ensure all sites have access to the same CPRS tools and to document several important COVID-specific health factors considered integral to patient management during the COVID-19 pandemic

UPDATE_2_0_157 contains 1 Reminder Exchange entry:
UPDATE_2_0_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP

The exchange file contains the following components:
TIU TEMPLATE FIELD
       VA-CLINIC LOCATION2
       VA-TEXT (1-50 CHAR)R

HEALTH FACTORS
       VA-REMINDER UPDATES
       VA-UPDATE_2_0_157
       VA-COVID-19
       VA-COVID-19 NO ACTION OTHER REASON
       VA-COVID-19 FOLLOW UP OTHER
       VA-COVID-19 CLINICAL REVIEW NEEDED
       VA-COVID19 SCHEDULING ACTION NEEDED
       VA-COVID-19 COMPLETED MIN SCHED ATTEMPTS
       VA-COVID-19 VET NO LONGER DESIRES CARE
       VA-COVID-19 APPT NO LONGER NEEDED
       VA-COVID-19 CARE REFERRED TO COMMUNITY
       VA-COVID-19 CARE RENDERED IN VA

REMINDER TERM
       VA-REMINDER UPDATE_2_0_157

REMINDER DIALOG
       VA-COVID-19 CANCELLED APPT FOLLOW-UP

HEALTH SUMMARY TYPE
       VA-APTS PAST 6M

HEALTH SUMMARY OBJECTS
       VA-APTS PAST 6M (TIU)

TIU DOCUMENT DEFINITION
       VA-APTS PAST 6M

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://vaww.va.gov/reminders/docs/UPDATE_2_0_157.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:
=============
This update can be loaded with users on the system. Installation will take less than 10 minutes.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
             ION  CAME
+            + Next Screen    - Prev Screen    ?? More Actions                >>>
CFE   Create Exchange File Entry         LHF   Load Host File
CHF   Create Host File                   LMM   Load MailMan Message
CMM   Create MailMan Message             LR    List Reminder Definitions
DFE   Delete Exchange File Entry         LWH   Load Web Host File
IFE   Install Exchange File Entry        RI    Reminder Definition Inquiry
IH    Installation History               RP    Repack
Select Action: Next Screen// LWH   Load Web Host File
Input the URL for the .prd file: https://vaww.va.gov/reminders/docs/UPDATE_2_0_157.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the url for the .prd file:** prompt, type the following web address:
https://vaww.va.gov/reminders/docs/UPDATE_2_0_157.PRD

You should see a message at the top of your screen that the file loaded successfully

```
https://vaww.va.gov/reminders/docs/UPDATE_2_0_157.PRD successfully loaded.
```

Search and locate an entry titled **UPDATE_2_0_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP** in reminder exchange.

```
+Item    Entry                            Source                 Date Packed
  112    UPDATE_2_0_157 VA-COVID-19        GRIFFITH@SALT LAKE CI  08/12/2020@13:35
         CANCELLED APPOINTMENT
         FOLLOW-UP
  113    UPDATE_2_0_159 VA-COVID-19        GRIFFITH@SALT LAKE CI  07/31/2020@05:25
         TEMPLATE UPDATES
  114    UPDATE_2_0_16 VA-WH MAMMOGRAM     GRIFFITH@SALT LAKE CI  09/15/2017@05:59
         SCREENING
  115    UPDATE_2_0_17 VA-WH PRECONCEPT    GRIFFITH@SALT LAKE CI  11/14/2016@09:36
         ION CARE
  116    UPDATE_2_0_18 MISC UPDATE 2       GRIFFITH@SALT LAKE CI  02/27/2019@07:13
+          + Next Screen    - Prev Screen   ?? More Actions                  >>>
CFE   Create Exchange File Entry         LHF   Load Host File
CHF   Create Host File                   LMM   Load MailMan Message
CMM   Create MailMan Message             LR    List Reminder Definitions
DFE   Delete Exchange File Entry         LWH   Load Web Host File
IFE   Install Exchange File Entry        RI    Reminder Definition Inquiry
IH    Installation History               RP    Repack
Select Action: Next Screen// ife    Install Exchange File Entry
Enter a list or range of numbers (1-371): 112
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry UPDATE_2_0_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP *(in this example it is entry 112 it will vary by site)*. The date of the exchange file should be 08/12/2020.

```
        Component                                     Category    Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 08/12/2020@13:35:52
Package Version: 2.0P46

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 CANCELLED APPT FOLLOW-UP

REMINDER TERM
  VA-REMINDER UPDATE_2_0_157

Keywords:

Components:

+          Enter ?? for more actions                                       >>>
IA   Install all Components          IS    Install Selected Component
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// IA Install all Components
You will see several prompts, for all new entries you will choose **I to Install**

You will be prompted to install the reminder first dialog component –

```
Packed reminder dialog: VA-COVID-19 CANCELLED APPT FOLLOW-UP [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                    Type      Exists
   1       VA-COVID-19 CANCELLED APPT FOLLOW-UP                 dialog

   2     5 VA-COVID-19 CANCELLED APT FOLLOW UP VERSION          element
             Finding: *NONE*

   3     8 VAL-COVID-19 CANCELLED APT FOLLOW UP LIST            element
             Finding: *NONE*

   4     9 VA-COVID-19 CANCELLED APT FOLLOW UP DATE             element
             Finding: *NONE*

   5    10 VA-GP COVID-19 CANCELLED APT FOLLOW UP                group
             Finding: *NONE*
   6    10.5 VA-COVID-19 CANCELLED APT FOLLOW UP NONE           element
         COMPLETED VA
+            + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details       DT    Dialog Text        IS    Install Selected
DF    Dialog Findings      DU    Dialog Usage       QU    Quit
DS    Dialog Summary       IA    Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog –**VA-COVID-19
CANCELLED APPT FOLLOW-UP**
Select Action: Next Screen// IA Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-COVID-19 CANCELLED APPT FOLLOW-UP [NATIONAL DIALOG]
VA-COVID-19 CANCELLED APPT FOLLOW-UP (reminder dialog) installed from exchange f
 Item   Seq. Dialog Findings                                    Type      Exists
   1       VA-COVID-19 CANCELLED APPT FOLLOW-UP                 dialog      X

   2     5 VA-COVID-19 CANCELLED APT FOLLOW UP VERSION          element     X
             Finding: *NONE*

   3     8 VAL-COVID-19 CANCELLED APT FOLLOW UP LIST            element     X
             Finding: *NONE*

   4     9 VA-COVID-19 CANCELLED APT FOLLOW UP DATE             element     X
             Finding: *NONE*

   5    10 VA-GP COVID-19 CANCELLED APT FOLLOW UP                group      X
             Finding: *NONE*
   6    10.5 VA-COVID-19 CANCELLED APT FOLLOW UP NONE           element     X
         COMPLETED VA
+            + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details       DT    Dialog Text        IS    Install Selected
DF    Dialog Findings      DU    Dialog Usage       QU    Quit
DS    Dialog Summary       IA    Install All
Select Action: Next Screen// Q
```

After completing this dialog install, you will type Q.

You will then be brought back to this screen where you will type Q for quit

```
         Component                                    Category    Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 08/12/2020@13:35:52
Package Version: 2.0P46

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 CANCELLED APPT FOLLOW-UP

REMINDER TERM
  VA-REMINDER UPDATE_2_0_157

Keywords:

Components:

+            + Next Screen   - Prev Screen   ?? More Actions          >>>
IA   Install all Components          IS   Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **Select Action** prompt, type **Q.**

Install complete.

Post Installation

1. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

   From the Reminders Manager Menu:
   Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**
      CA   Add/Edit Reminder Categories
      CL   CPRS Lookup Categories
      CS   CPRS Cover Sheet Reminder List
      MH   Mental Health Dialogs Active
      PN   Progress Note Headers
      RA   Reminder GUI Resolution Active
      TIU   TIU Template Reminder Dialog Parameter
      DL   Default Outside Location
      PT   Position Reminder Text at Cursor
   Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**
   Reminder Dialogs allowed as Templates may be set for the following:
   1 User   USR   [choose from NEW PERSON]
   3 Service   SRV   [choose from SERVICE/SECTION]
   4 Division   DIV   [choose from INSTITUTION]
   5 System   SYS   [NATREM.FO-SLC.MED.VA.GOV]
   Enter selection*: **5** Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

Setting Reminder Dialogs allowed as Templates for System:
Select Display Sequence: **?**

148   VA-VETERANS CHOICE NOTE
149   VA-TBI SCREENING
*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.*
Select Display Sequence: **150**
Are you adding 150 as a new Display Sequence? Yes// **Y YES**
Display Sequence: 150// **<Enter>** 150
Clinical Reminder Dialog**:**█**VA-COVID-19 CANCELLED APPT FOLLOW-UP** then **<enter>** reminder dialog NATIONAL OK? Yes// **<Enter>** (Yes)

2. **Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS. (Note: The note title is not mandatory)**

If your site decides to use a note title, you will need to create the note title. Add the new note title in the appropriate folder for progress notes:
   COVID-19 CANCELLED APPOINTMENT FOLLOW-UP

The note title should be mapped to the following VHA Enterprise Standard Title:
   INFECTIOUS DISEASE NOTE

Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

3. **Associate the new reminder dialog with the note title in CPRS**
   To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

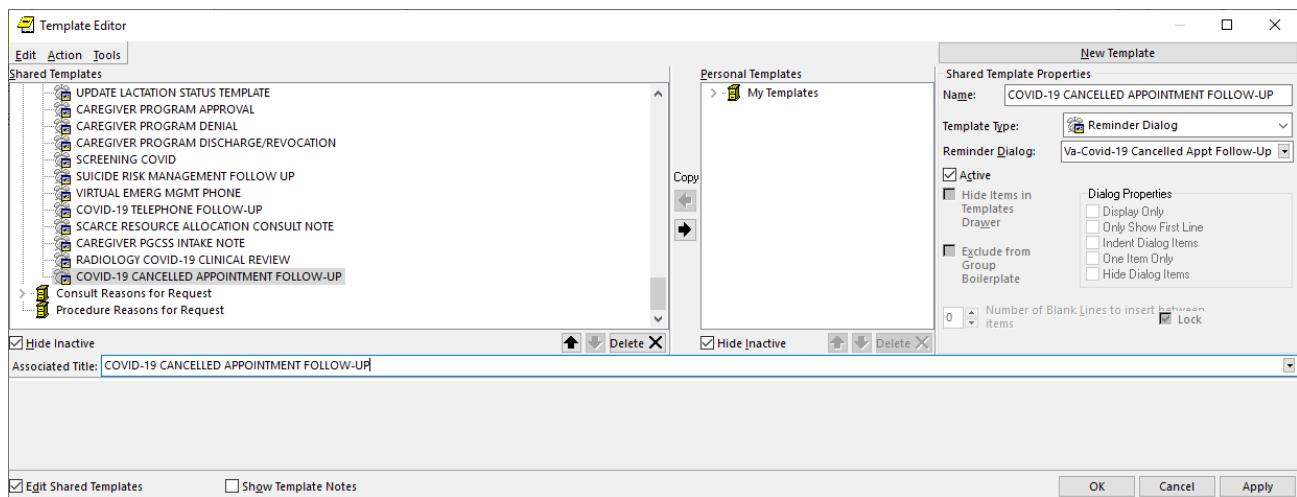   Type in the following information:
   Name: **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**
   Template Type: Reminder Dialog
   Reminder Dialog: **VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

   Next, type in the Associated Title, which in this case is **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**
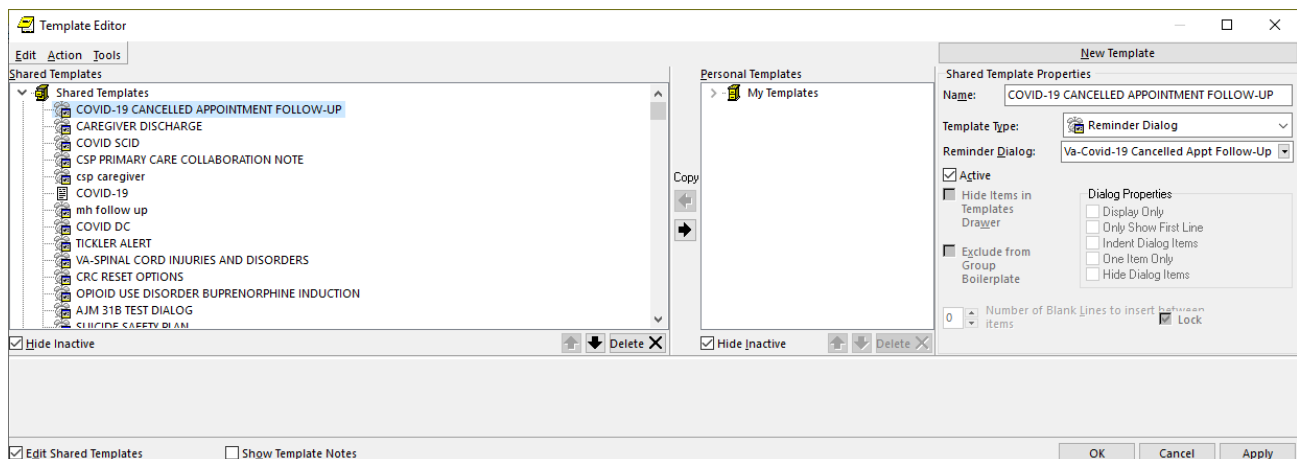

If you choose to not set up the note title, you can add to your shared template folder.
   Name: **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**
   Template Type: Reminder Dialog
   Reminder Dialog: **VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

NOTE: If there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

 Category: Affected Service
   Affected Service: VistA – CPRS: Clinical Reminders
    Assignment Group: NTL SUP Clin 2